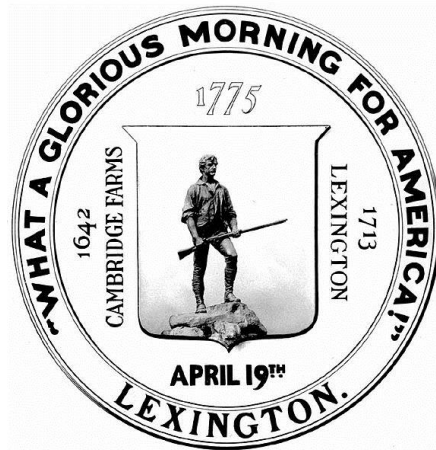


***TOWN OF LEXINGTON***  
***RECREATION AND COMMUNITY***  
***PROGRAMS DEPARTMENT***

**SUMMER EMPLOYMENT  
OPPORTUNITIES**

**2016**



FOR MORE INFORMATION CONTACT:

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THE TOWN OF LEXINGTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

## **Lexington Recreation and Community Programs Department**

The Recreation and Community Programs Department hires approximately 135 seasonal employees each summer. The following is a brief description of the positions, qualifications required for that position, starting pay, and employment dates. Qualified returning staffs are given first consideration. Since job openings might be limited, new applications will be accepted through Friday, March 11, 2015. Categories are:

### **AQUATICS**

Gate Attendant  
Water Safety Instructor Aide  
Lifeguard  
Water Safety Instructor  
Head Lifeguard  
Aquatics Manager  
Swim Team Coach  
Swim Team Asst. Coach

### **TENNIS**

Adult Tennis Instructor  
Youth Tennis Instructor Aide  
Youth Tennis Instructor  
Youth Tennis Coordinator (AM)  
Youth Tennis Coordinator (PM)  
Tennis Booth Supervisor  
Tennis Booth Clerk

### **DAY CAMP** *(full day)*

Camp Director  
Camp Assistant Director  
Camp Counselor  
Camp Junior Counselor  
Camp Program Specialist

### **SPORTS CLINICS**

Clinic Aide

### **OTHER**

Summer Program Supervisor  
Recreation Office Clerk  
Basketball Scorekeeper

### **PRESCHOOL PROGRAM**

*(morning program)*  
Director  
Assistant Director/Arts &  
Crafts Coordinator  
Counselor  
Junior Counselor

### **LEXINGTON COMMUNITY CENTER**

Program Aide  
Program Instructor

## **AQUATICS POSITIONS**

The Town Pool and the Old Reservoir will open June 4<sup>th</sup>. The Pool will remain open through Labor Day, with the Res closing approximately three weeks earlier. Each facility will be open on a daily basis. The Res will be open eight and one half hours each day and the Pool between 8 and 13 hours a day. Full time staff will be hired to work a 35 to 40 hour week and will rotate between both facilities. Staff will be assigned to work weekends, evenings, and days. (Some part-time positions may be available.) Applicants are expected to be in the process of completing all required certifications by the application deadline of March 11<sup>th</sup> in order to be considered for employment. Individuals applying for positions of Lifeguard and Water Safety Instructor might be required to take a practical test as part of the interview process. Applicants will be notified as to date, time, and location. Applications are being accepted for the positions that follow.

### **GATE ATTENDANT**

\$10.00 per hour

Qualifications:

1. Minimum 14 years of age, completed grade 9 preferred
2. Current Standard First Aid Certification
3. Mature, responsible, and dependable
4. Ability to keep accurate and legible attendance records
5. Familiarity with general operations of Pool and Res

Period of Employment: June 4 – September 5, 2016  
Attendance at a pre-season staff orientation is required.

Duties: Works under the direction and supervision of Aquatics Manager or Head Lifeguard on duty. Check for swim tags; keep track of number of persons entering swim facility; collect gate receipts. Enforce facility rules and regulations, relating information and answering questions asked by the public. Record keeping and other duties as assigned by the supervisor. Average 10 – 15 hours per week.

### **WATER SAFETY INSTRUCTOR AIDE**

\$10.00 per hour

Qualifications:

1. Minimum 14 years of age, completed grade 9 preferred
2. Current Standard First Aid and CPR Certification
3. Current Water Safety Instructor Aide Certification recommended

Period of Employment: June 27 – August 19, 2016\*  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

Duties: Works under the direction and supervision of Water Safety Instructor in charge of class and Aquatics Manager. Will assist swimming instructors with lessons Monday through Friday between 9:00am – 1:00pm and/or 4:30 – 7:00pm and also perform light maintenance duties as needed. Aides will be hired to work at least 3 of the 4 two week sessions.

**SWIM TEAM ASSISTANT COACH**

\$11.00 per hour (part-time, 8 – 10 hours per week)

- Qualifications:
1. Minimum 17 years of age or High School graduate
  2. Current Red Cross or American Heart CPR for the Professional Rescuer Certification (CPR-FPR)
  3. Valid Red Cross Lifeguard Training or YMCA Lifeguard Certification (Includes Standard First Aid/Community First Aid and Safety)
  4. Previous demonstrated experience with a swim team program including knowledge of correct strokes and racing techniques
  5. Ability to teach as well as coach

Period of Employment: June 27 – August 18 2016\*, Monday through Thursday, 4:15 – 6:15pm, plus weekly meets usually during the hours of 2:00 – 6:00pm  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

Duties: Assist Swim Coach with day-to-day practices of swim team and with all aspects of swim meets, 8 – 10 hours per week.

**SWIM TEAM COACH**

\$12.00 per hour (part-time, 8 - 10 hours per week)

Qualifications at time of application:

1. Minimum 18 years of age or High School Graduate
2. Current Red Cross or American Heart CPR for the Professional Rescuer Certification (CPR-FPR)
3. Valid Red Cross Lifeguard Training Certification or YMCA Lifeguard Certification (includes Standard First Aid/Community First Aid and Safety)
4. Previous demonstrated experience with a swim team program including knowledge of correct strokes and racing techniques
5. Ability to teach as well as coach

Period of Employment: June 27 – August 18 2016\*, Monday through Thursday, 4:15 – 6:15pm, plus weekly meets usually during the hours of 2:00 – 6:00pm  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

Duties: Works under the direction and supervision of the Aquatics Manager and Recreation Supervisor. Plan, oversee and conduct a swim team program for elementary through high school age participants. Schedule, organize and conduct swim meets with other area swim programs. 8 – 10 hours per week.

**LIFEGUARD**

\$11.50 per hour

Qualifications at time of application:

1. Minimum 16 years of age by May 30, 2016
2. Current Red Cross or American Heart CPR for the Professional Rescuer Certification (CPR –FPR)
3. Valid Red Cross Lifeguard Training Certification or YMCA Lifeguard Certification (includes Standard First Aid/Community First Aid and Safety)

Period of Employment: June 4 – September 5, 2016  
Attendance at a pre-season staff orientation is required.

Duties: Works under the direction and supervision of Head Lifeguard on duty and Aquatics Manager to ensure safety at the Town Pool and Old Res. The lifeguard may assist WSI's with swim lessons, lifeguard, perform light maintenance work (trash pick-up, cleaning locker rooms, raking beach, etc.) as needed, and perform other related duties as assigned. 25 – 35 hours per week.

**WATER SAFETY INSTRUCTOR**

\$12.25 per hour

Qualifications at time of application:

1. Minimum 17 years of age upon commencement of employment
2. Current Red Cross or American Heart CPR for the Professional Rescuer Certification (CPR –FPR)
3. Valid Red Cross Lifeguard Training Certification or YMCA Lifeguard Certification (includes Standard First Aid/Community First Aid and Safety)
4. Valid Red Cross Water Safety Instructor Certification
5. Minimum of one season/year as a lifeguard is preferred

Period of Employment: June 4 – September 5, 2016 (Lessons: June 27 – August 19, 2016\*)  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change

Duties: Works under the direction and supervision of Head Lifeguard on duty and Aquatics Manager. Teach Red Cross swim lessons, lifeguard, and perform light maintenance work (trash pick-up, cleaning locker rooms, raking beach, etc.) as needed. Assist with special programs including swim team, synchronized swim, aqua-aerobics, adaptive aquatics swim instruction, diving classes and adult instruction; perform other related duties as assigned. 35–40 hours/week.

**HEAD LIFEGUARD**

\$14.00 per hour

Qualifications at time of application:

1. Minimum 19 years of age
2. Valid Red Cross Lifeguard Training Certification or YMCA Lifeguard Certification (includes Standard First Aid/Community First Aid and Safety)
3. Valid Red Cross Water Safety Instructor Certification
4. Current Red Cross or American Heart CPR for the Professional Rescuer Certification (CPR - FPR)
5. Previous employment with Lexington Recreation and Community Programs Department at the Town Pool or demonstrated supervisory experience at another waterfront facility or equal is preferred
6. Mature and responsible

Period of Employment: Late May – September 5, 2016 (plus additional days possible for opening/closing the Res).  
Attendance at a pre-season staff orientation is required.

Duties: Works under the direction and supervision of Aquatics Manager. Duties include site supervision, lifeguarding, and swim instruction. In charge of respective facility when Aquatics Manager is not present. Assist Aquatics Manager with in-service training. Enforce safety rules and regulations; other related duties as assigned. 35 – 40 hours per week.

**AQUATICS MANAGER**

Salary Negotiable

Qualifications at time of application:

1. Minimum 21 years of age
2. Valid Red Cross Lifeguard Training Certification or YMCA Lifeguard Certification (includes Standard First Aid/Community First Aid and Safety)
3. Valid Red Cross Water Safety Instructor Certification
4. Current Red Cross or American Heart CPR for the Professional Rescuer Certification (CPR - FPR)
5. Previous employment with Lexington Recreation and Community Programs Department at the Town Pool or demonstrated supervisory experience at another waterfront facility or equal is preferred
6. Mature and responsible

Duties: Works under the direction and supervision of the Recreation Supervisor. Duties include overseeing the day-to-day operations at the Town Pool and Old Reservoir. Schedule, supervise, and evaluate all aquatics staff. Facilitate in-service training program. Enforce safety rules and regulations; other related duties as assigned. 35 – 40 hours per week.

## **TENNIS PROGRAM**

The Recreation Division Tennis Program covers a variety of jobs and responsibilities including youth and adult tennis instruction, scheduling courts, and sale of swim tags at the Tennis Booth. Work site is the Gallagher Tennis Courts at the Center Recreation Complex on Worthen Road. Employment assignments vary depending on the program and position applied for.

### **YOUTH TENNIS INSTRUCTOR AIDE**

\$10.00 per hour

Qualifications:

1. Minimum 15 years of age
2. Demonstrated knowledge of tennis
3. Previous teaching experience
4. Current First Aid and CPR Certification
5. Certificate of Completion of a USTA Recreational Coaches Workshop (recommended)

Period of Employment:      June 27 – August 19, 2016\* 8:30am – 12:30pm  
    June 27 – August 19, 2016\* 1:45 – 5:15pm  
    Attendance at a pre-season staff orientation is required.  
    \* Dates subject to change.

Duties: Responsible for assisting the tennis instructors in providing a safe, quality tennis lesson program weekday mornings and selected afternoons from June 27 to August 19, 2016. Must be available Monday through Friday mornings and/or afternoons, approximately 12 - 24 hours per week. Lessons are scheduled Monday through Thursday, with Friday reserved for makeup lessons. The Youth Tennis Lessons will follow the USTA Quick Start Tennis Format. Instructor Aide reports to Youth Tennis Coordinator.

### **YOUTH TENNIS INSTRUCTOR**

\$12.00 per hour

Qualifications:

1. Minimum 17 years of age
2. Demonstrated knowledge of tennis
3. Previous teaching experience
4. Current First Aid and CPR certification
5. High school/College Tennis Team experience is advantageous
6. Certificate of Completion of a USTA Recreational Coaches Workshop by June 27, 2016

Period of Employment:      June 27 – August 19, 2016\* 8:30am – 12:30pm  
    June 27 – August 19, 2016\* 1:45 – 5:15pm  
    Attendance at a pre-season staff orientation is required.  
    \* Dates subject to change.

Duties: Assist the Youth Tennis Coordinator in arranging and running the youth tennis lesson program and youth tennis clinic, while ensuring in the safety and overall quality of the program. The Youth Tennis Lessons will follow the USTA Quick Start Tennis Format. Reports to the Youth Tennis Coordinator. Must be available Monday - Friday mornings and/or afternoons.

**YOUTH TENNIS COORDINATOR (AM)**

\$18.00 per hour

**Qualifications:**

1. Minimum 20 years of age
2. Demonstrated knowledge of tennis and previous teaching experience
3. Supervisory experience in a tennis program
4. Enthusiastic, energetic, and positive
5. Current First Aid and CPR Certification
6. Tennis Pro Certification is advantageous
7. Certificate of Completion of a USTA Recreational Coaches Workshop by June 27, 2016

**Period of Employment:**

Lessons: Monday through Friday 8:30am – 12:30pm,  
June 27 – August 19, 2016\* with some pre-season planning and  
setup and post-season wrap-up.

Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

**Duties:** The morning Youth Tennis Coordinator is responsible for planning, designing, and instructing the youth tennis program, supervising and evaluating staff, while ensuring the safety and overall quality of the program. Works under the direction and supervision of the Assistant Director of Recreation. The Youth Tennis Lessons will follow the USTA Quick Start Tennis Format.

**YOUTH TENNIS COORDINATOR (PM)**

\$18.00 per hour

**Qualifications:**

1. Minimum 20 years of age
2. Demonstrated knowledge of tennis and previous teaching experience
3. Supervisory experience in a tennis program
4. Enthusiastic, energetic, and positive
5. Current First Aid and CPR Certification
6. Tennis Pro Certification is advantageous
7. Certificate of Completion of a USTA Recreational Coaches Workshop by June 27, 2016

**Period of Employment:**

Clinic: Monday through Friday, 1:45 – 5:15pm,  
June 27 – August 19, 2016\*

Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

**Duties:** The Afternoon Youth Tennis Coordinator is responsible for planning, designing, and instructing the youth tennis clinic and the adaptive tennis lesson program, supervising and evaluating staff, while ensuring the safety and overall quality of the program. Works under the direction and supervision of the Assistant Director of Recreation. The Adaptive Youth Tennis Lessons will follow the USTA Quick Start Tennis Format.



**ADULT TENNIS INSTRUCTOR**

\$25.00 – \$45.00 per hour based on  
experience and certification

**Qualifications:**

1. Minimum 21 years of age
2. Demonstrated knowledge of tennis and previous teaching experience
3. Supervisory experience in a tennis program
4. Enthusiastic, energetic, and positive demeanor
5. Current First Aid and CPR Certification
6. USTA Membership and Certification is preferred
7. Certification of Completion of a USTA Recreational Coaches Workshop preferred

**Period of Employment:**

April 23 – June 18, 2016\* - Spring Adult Instructor  
June 25 – August 20, 2016\* - Summer Adult Instructor  
August 27 – October 22, 2016\* - Fall Adult Instructor

\* Dates subject to change.

**Duties:** Responsible for ensuring the safety and overall quality of the Adult Tennis Program while developing an instructional tennis program appropriate for the level of each class and the participants. Must communicate with participants regarding rainouts and reschedules, keep records, and perform other duties as assigned. Reports to the Assistant Director of Recreation.

**TENNIS BOOTH CLERK**

\$10.25 per hour

- Qualifications:
1. Minimum 18 years of age
  2. Demonstrated knowledge of Recreation and Community Programs Department policies and procedures at the Tennis Booth
  3. Mature, responsible, and dependable
  4. Available mornings, evenings, and weekends

Period of Employment: May 14 – August 21, 2016\*  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: To ensure the overall quality of customer service provided at the Tennis Booth. Keep accurate records of swim tags sold and tennis reservations made on your daily cash receipts sheet. Turn your receipts into the Recreation and Community Programs Department Office or Police Station at the end of your shift. Reports to the Recreation Supervisor and/or Assistant Director of Recreation. Clerks work part-time, 10 – 20 hours per week.

**TENNIS BOOTH SUPERVISOR**

\$12.00 per hour

- Qualifications:
1. Minimum 21 years of age
  2. Demonstrated knowledge of Recreation and Community Programs Department policies and procedures at the Tennis Booth
  3. Previous Tennis Booth experience
  4. Available mornings, evenings, and weekends

Period of Employment: May 14 – August 21, 2016\*  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: Responsible for supervising and organizing schedules for all Tennis Booth clerks, making sure that all shifts are covered, as well as stocking supplies as needed. Also, ensure the overall quality of customer service provided at the Tennis Booth. The Tennis Booth Supervisor is responsible for scheduling booth staff and posting the work schedule. Reports to the Recreation Supervisor and/or Assistant Director of Recreation.

**SPORTS CLINICS****CLINIC AIDE**

\$10.00 per hour

**Qualifications:**

1. Minimum 15 years of age
2. Current First Aid/CPR/AED Certification recommended
3. Mature, responsible, and dependable
4. Working knowledge of sport to which clinic relates
5. Good leadership skills
6. Recommended by clinic coaches

**Period of Employment:**

Varies. Individual Clinics will run June 27 – August 19, 2016\*  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

**Duties:** Assist clinic director in conducting a one-week sports clinic (field hockey, girls basketball, boys basketball, baseball, football, softball, multi-sport, track, street hockey, rollerblading, co-ed volleyball, badminton, skateboarding, ultimate frisbee, and junior golf) for elementary and middle school age students. Observe safety regulations, administer first aid, and perform other related duties relative to specific clinic. Clinics vary from half day (8:30am – 12:00pm) to full day (9:00am – 3:00pm).

### **PRESCHOOL PROGRAM**

*Teddy Bear Picnic is a half-day program.*

#### **TEDDY BEAR PRESCHOOL PROGRAM JUNIOR COUNSELOR**

\$10.00 per hour

- Qualifications:
1. Minimum 15 years of age
  2. Working knowledge of preschool activities
  3. Strong leadership skills
  4. Mature, responsible, and dependable
  5. Current First Aid and CPR certification

Period of Employment: Monday through Friday mornings, June 27 – August 19, 2016\*  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: To aide in the safety and overall quality of the Teddy Bear Picnic Program. This includes assisting preschool children in a variety of activities including crafts, story time, water play, gross and fine motor activities, games, and music. Works under the direction and supervision of the Teddy Bear Picnic Director and the Summer Program Supervisor.

#### **TEDDY BEAR PRESCHOOL PROGRAM COUNSELOR**

\$11.25 per hour

- Qualifications:
1. Minimum 18 years of age or high school graduate
  2. Current Standard First Aid and CPR Certification
  3. Demonstrated experience with children of all abilities in a paid or volunteer position
  4. Knowledge of motor skills development, music, arts and crafts, or other related skills is advantageous
  5. Strong leadership skills, sensitive, and responsible
  6. Lifeguard certification is advantageous

Period of Employment: Monday through Friday mornings, June 27 – August 19, 2016\*  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: To ensure safety and overall quality of the program for all participants. To demonstrate enthusiasm when working with the children on a daily basis. Assist supervisor with daily operation of the preschool program, including planning, implementing, and evaluating the activities appropriate for young children. Works under the direction and supervision of the Teddy Bear Picnic Director and the Summer Program Supervisor.

**TEDDY BEAR PRESCHOOL PROGRAM ASSISTANT DIRECTOR**      \$13.00 per hour

- Qualifications:
1. Minimum 20 years of age
  2. Experience working with children of all ages and abilities
  3. Current First Aid and CPR Certification
  4. Leadership experience in a day camp setting
  5. Supervisory ability
  6. Valid Massachusetts Drivers License

Period of Employment:      Monday through Friday mornings, June 27 – August 19, 2016\*  
plus some pre-season planning and meetings.  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: To assist Teddy Bear Picnic Director in the day-to-day operation and implementation of the Teddy Bear Picnic Program. This includes all aspects of the preschool program including staff training, daily program, special events and activities, communicating with families, evaluations, record keeping, and other related duties as assigned. This position is also responsible for coordinating the daily Arts and Crafts program. To ensure safety and overall quality of the program. Works under the direction and supervision of the Teddy Bear Picnic Director and the Summer Program Supervisor.

**TEDDY BEAR PRESCHOOL PROGRAM DIRECTOR**      \$22.00 per hour

- Qualifications:
1. Experience working with children of all ages and abilities
  2. Current First Aid and CPR Certification
  3. Leadership experience in a day camp setting
  4. Supervisory ability
  5. Valid Massachusetts Drivers License
  6. Minimum 21 years of age

Period of Employment:      Monday through Friday mornings, June 27 – August 19, 2016\*  
plus some pre-season planning and meetings.  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: To assist the Summer Program Supervisor in the day-to-day operation and implementation of the Teddy Bear Picnic Program. This includes all aspects of the preschool program including staff training, daily program, special events and activities, communicating with families, evaluations, record keeping, and other related duties as assigned. To ensure safety and overall quality of the program. Reports to Summer Program Supervisor, Assistant Director of Recreation, and/or Director of Recreation and Community Programs.

Responsibilities include:

- Developing, scheduling, and implementing appropriate activities for children age 3 through kindergarten.
- Being responsible for the health and safety of all participants.
- Integrating the scheduling of counselors, junior counselors, and volunteers into the overall program.
- Representing the Recreation and Community Programs Department in interactions with parents and visitors to the program.
- Keeping daily attendance of all participants. Contacting parents of all children whose absences are not anticipated.
- Reporting safety concerns to the Summer Program Supervisor. Submitting accident reports as needed.
- Being responsible for the care and storage of equipment and supplies.
- Overseeing the sanitation of the classroom and restrooms when using the Bridge School.
- Assisting in the preparation of weekly flyers and scheduling activities.
- Supervising the Teddy Bear Picnic Staff.
- Providing feedback for the end of the season evaluation on each employee.
- Assisting with staff training prior to the start of camp and conducting weekly staff meetings.
- Holding staff accountable for their work, conduct, and efficiency.
- Other duties as assigned.

**DISCOVER THE FUN DAY CAMP****DAY CAMP JUNIOR COUNSELOR**

\$10.00 per hour

Qualifications:

1. Minimum 16 years of age
2. Current CPR and Standard First Aid Certification
4. Demonstrated experience with children of all abilities in a paid or volunteer position
5. Knowledge of crafts, nature activities, fitness, sign language, motor skill development, music or other related skills is advantageous
6. Leadership skills, sensitive, and responsible

Period of Employment:

Monday through Friday, June 27 – August 19, 2016\*  
 Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: Ensure the safety and overall quality of the program for all participants. Demonstrate enthusiasm when working with the children on a daily basis. Reports to the Day Camp Director, the Assistant Day Camp Director, and the Summer Program Supervisor.

**DAY CAMP COUNSELOR**

\$11.25 per hour

- Qualifications:
1. Minimum 18 years of age and/or high school graduate
  2. Current Standard First Aid and CPR Certification
  3. Demonstrated experience with children of all abilities in a paid or volunteer position
  4. Knowledge of sign language, motor skills development, music, fitness, sports, games, nature and/or other related skills is advantageous
  5. Lifeguard and/or Water Safety Instructor certification is advantageous
  6. Strong leadership skills, sensitive, and responsible

Period of Employment: Monday through Friday, June 27 – August 19, 2016\*  
Attendance at a pre-camp staff orientation is required.

\* Dates subject to change.

General Responsibility: To ensure safety and overall quality program for all participants. To demonstrate enthusiasm when working with the children on a daily basis. Assist with daily operation of the camp program, including planning, conducting, supervising, and evaluating the activities for the campers. Reports to the Day Camp Director, Assistant Day Camp Director, and the Summer Program Supervisor.

**DAY CAMP PROGRAM SPECIALIST**

\$13.00 per hour

- Qualifications:
1. Minimum 18 years of age
  2. Current First Aid and CPR Certification
  3. Background in Art or Art Education (Day Camp Art Coordinator) or background/experience in Outdoor Education, Nature studies, games programming, youth recreation activities (Outdoor Adventure and Games Specialist)
  4. Demonstrated teaching experience with children of all abilities in a paid or volunteer position
  5. Strong leadership skills, sensitive, and responsible

Period of Employment: Monday through Friday, June 27 – August 19, 2016\*  
plus some pre-season planning and setup and post season wrap-up.  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: To develop age-appropriate arts and crafts curriculum for the summer season (Art Coordinator) or develop age-appropriate outdoor adventure, sports, and games curriculum for the summer day camp program (Outdoor Adventure/Sports and Games Specialist). Plan, implement, supervise, and evaluate specific camp activity. Assist with daily operation of the camp program. Reports to the Day Camp Director, the Assistant Day Camp Director, and the Summer Program Supervisor.

**DAY CAMP ASSISTANT DIRECTOR**

\$15.00 per hour

**Qualifications:**

1. Minimum 20 years of age
2. Experience working with children who have various interests and abilities in a day camp
3. Supervisory skills
4. Current First Aid, CPR, and AED Certification
4. Ability to exercise leadership in a group setting
5. Knowledge of a variety of recreation activities, sports, games, and special events
6. Basic knowledge of therapeutic recreation and adapting activities
7. Valid Massachusetts Drivers License

**Period of Employment:**

Monday through Friday, June 27 – August 19, 2016\*  
plus some pre-season planning and setup and post season wrap-up.  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

**General Responsibility:** To ensure safety and a quality program. To assist the Day Camp Director in the day-to-day operation and implementation of the Camp Program. This position is responsible for planning and coordinating all camp special events. Report to Day Camp Director and Summer Program Supervisor.

**DISCOVER THE FUN DAY CAMP DIRECTOR**

\$21.00 per hour

**Qualifications:**

1. Minimum 21 years of age
2. Possess a Bachelor's Degree in a related field
3. Minimum 2 years experience working with elementary and middle school children of all ages and abilities
4. Leadership experience in a day camp setting
5. Standard First Aid and CPR/AED Certificate
6. Supervisory ability and experience
7. Knowledge of a variety of recreation activities for children ages 5 – 14
8. Good oral and written communication skills
9. Valid Massachusetts Drivers License

**Period of Employment:**

Monday through Friday, June 27 – August 19, 2016\*  
plus some pre-season planning and setup and post season wrap-up.  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

**General responsibility:** To ensure a quality program and is responsible for the day-to-day operation of the program. Also, the director is responsible for the health and safety of all participants. Reports to the Summer Program Supervisor, the Assistant Director of Recreation, and/or the Director of Recreation and Community Programs.



## **OTHER**

### **SUMMER PROGRAM SUPERVISOR**

Salary Negotiable

- Qualifications:**
1. Minimum 21 years of age
  2. Possess a Bachelor's Degree in Early Childhood Education, Recreation, or a related field
  3. Minimum two years experience working with preschool, elementary, and middle school children
  3. Leadership experience in day camp and preschool setting
  4. Valid Massachusetts Drivers license
  5. Current First Aid/CPR and AED Certification
  6. Supervisory ability and experience
  7. Knowledge of a variety of recreation activities for children ages 3 – 14
  8. Proven oral and written communication skills

**Period of Employment:** Monday through Friday, June 27 – August 19, 2016\*  
plus pre-season planning and set-up and post season wrap-up.  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

**General Responsibility:** To ensure safety and overall quality of the Teddy Bear Picnic and Discover the Fun Day Camp programs. In charge of all aspects of the camp program including the day-to-day operation of the Teddy Bear Picnic Program and Discover the Fun Day Camp, staff training, staff hiring recommendations, coordinating transportation, program schedule, developing and implementing appropriate activities for children age 3 through entering grade 6, communicating with families, evaluations, record keeping, and other related duties as assigned. Reports to the Assistant Director of Recreation and/or the Director of Recreation and Community Programs.

### **BASKETBALL SCOREKEEPER**

\$10.00 per one-hour game

- Qualifications:**
1. Minimum 14 years of age
  2. Mature, responsible, and dependable
  3. Knowledge of or experience playing basketball

**Period of employment:** June – August 2016, 6:15pm, 7:15pm, and 8:15pm game times  
Monday, Tuesday, Wednesday, and/or Thursday evenings

**Duties:** To set out the equipment and maintain the score for games at the Men's and/or Women's Basketball League at the Center Basketball Courts. Responsibilities include:

- Setting out the equipment and first aid kit before the start of each game.
- Record teams playing and keeping accurate scores in the scorebook.
- Helping to maintain equipment used at the site.
- Providing feedback to the Recreation and Community Programs Department.
- Completing other related duties as needed.

**RECREATION OFFICE CLERK**

\$11.00 per hour

Qualifications:

1. Minimum 17 years of age
2. Possess computer skills; familiarity with Microsoft Word, Access, and Excel is advantageous
3. Ability to deal with public in a pleasant manner
4. Mature, responsible, and dependable
5. Attentive to details

Period of Employment:

Mid-May through Mid-August 2016

Duties: Assist in the Community Center and the Recreation and Community Programs Department Office processing registration, answering phones, entering data on computer, making copies, providing weekly class lists, and helping with other projects as needed.

## **LEXINGTON COMMUNITY CENTER**

### **PROGRAM AIDE**

\$10.00 per hour

- Qualifications:
1. Minimum 15 years of age
  2. Current First Aid/CPR/AED Certification recommended
  3. Mature, responsible, and dependable
  4. Working knowledge of activity/class to which clinic relates
  5. Good leadership skills

Period of Employment: Varies. Individual Clinics will run June 27 – August 26, 2016\*  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

Duties: Assist program instructor in conducting a week-long classroom based program for elementary and middle school age students. Observe safety regulations, administer first aid, and perform other related duties relative to specific program. Clinics vary from half day (9:00 a.m. – 12:00pm) to full day (9:00am – 4:00pm).

### **PROGRAM INSTRUCTOR**

\$13.00 per hour

- Qualifications:
1. Minimum 18 years of age
  2. Current First Aid and CPR Certification
  3. Background in Art or Art Education, Outdoor Education, Nature studies, games programming, youth recreation activities
  4. Demonstrated teaching experience with children of all abilities in a paid or volunteer position
  5. Strong leadership skills, sensitive, and responsible

Period of Employment: Monday through Friday, June 27 – August 26, 2016\*  
plus some pre-season planning and setup and post season wrap-up.  
Attendance at a pre-season staff orientation is required.

\* Dates subject to change.

General Responsibility: To develop age-appropriate curriculum for the summer season in activities such as Crafts, Fitness, Outdoor Adventure and Nature Studies. Plan, implement, supervise, and evaluate specific activity. Assist with daily operation of the program. Reports to the Community Center Youth and Family Program Coordinator and Community Center Director.

The following is a summary of positions and the minimum age requirements:

**Applicants at least 14 years of age**

- Gate Attendant
- Water Safety Instructor Aide
- Swim Team Aide
- Basketball Scorekeeper

**Applicants at least 15 years of age**

- Teddy Bear Preschool Program Junior Counselor
- Sports Clinic Aide
- Youth Tennis Instructor Aide
- Community Center Program Aide

**Applicants at least 16 years of age**

- Lifeguard
- Day Camp Junior Counselor

**Applicants at least 17 years of age**

- Lifeguard Instructor
- Water Safety Instructor
- Assistant Swim Team Coach
- Youth Tennis Instructor
- Recreation Office Clerk

**Applicants at least 18 years of age**

- Swim Team Coach
- Discover the Fun Day Camp Counselor
- Teddy Bear Preschool Program Counselor
- Tennis Booth Clerk
- Discover the Fun Day Camp Program Specialist
- Community Center Program Instructor

**Applicants at least 19 years of age**

- Head Lifeguard

**Applicants at least 20 years of age**

- Discover the Fun Day Camp Assistant Director
- Teddy Bear Preschool Program Assistant Director
- Youth Tennis Coordinator

**Applicants at least 21 years of age**

- Aquatics Manager
- Summer Program Supervisor
- Discover the Fun Day Camp Director
- Teddy Bear Preschool Program Director
- Tennis Booth Supervisor
- Adult Tennis Instructor

NOTE: Age requirements will also vary depending on individual's qualifications and experience.

The Recreation and Community Programs Department is seeking program proposals from individuals who are interested in developing their own program and possesses the appropriate skills necessary to carry out the proposal. The Assistant Director of Recreation and the Recreation Supervisor are available to answer questions and work with individuals who may be interested in pursuing this avenue. Program suggestions are limited only to your imagination. Call (781) 698-4800 to make an appointment or for further information.